
Present

Board

Kathleen Casprowitz / Chair
Scott Nicoll
Tung Chan
Bob Attfield
Newton Wainman
Rob Mumford
Gord Schoberg
Derek Robertson
Sandra Hoffman
Amrik Virk

Ex-officio:

Takashi Sato / Interim Chair,
Senate
David Atkinson / President

University Vice Presidents

Judith McGillivray / Academic & Provost
Gordon Lee / Finance & Administration
Deborah Harkin / Human Resource Services

University Community Members

Vivian Lee / Manager, Financial Reporting &
Systems
Jody Gordon / AVP Student Services & Registrar
Terri Van Steinburg / President, KFA
Monica Wyllie / Chair, BCGEU
Ann Moniz / Manager, Community & Health
Partnership Initiatives
Eddie Lee / KSA
Jean Nicolson-Church / Associate Dean, Nursing
Sandi Klassen / University Secretary

Guests:

Shane King / Board Appointee

Regrets

Rebecca Darnell / Vice Chair
Arvinder Bubber / Chancellor
George Melville

Presentation

Ann Moniz, Director of Health and Community Partnership Initiatives and Eddie Lee, Coordinator of the Student Health Improvement Plan for the Kwantlen Student Association, gave a presentation on the Post Secondary Smoking Cessation Initiative. To date they have conducted a Needs Survey of over 2200 respondents. Over 65% of respondents were non-smokers. Twenty percent of smokers and 78% of non-smokers would support a campus-wide ban on smoking, while 64% of total respondents would support a designated smoking area. Future steps include a policy review with recommendation for change.

The Chair thanked Ms. Moniz and Mr. Lee for their informative presentation.

Call to Order

The Chair called the meeting to order at 6:58 pm and welcomed the guests.

**Approval of
Agenda**

**Moved by Gord Schoberg; seconded by Bob Attfield:
THAT the Board of Governors approves the agenda with the following
addition**

8b. Governance Committee Report.

MOTION CARRIED

Consent Agenda

**Moved by Tung Chan; seconded by Derek Robertson:
THAT the Consent Agenda is approved.**

MOTION CARRIED

Items approved under the Consent Agenda are:

a. Minutes of 15 October 2008

Senate

The Chair noted that this Board meeting was Takashi Sato's last Board meeting. She thanked him for his service to the Board.

A report from the October 27, 2008 Senate meeting was included for information. Takashi Sato pointed out that the Program Review Process is now in place, which is a key piece in attaining degree exempt status from the Ministry of Advanced Education. Having an official program review program tells the academic community that the institution is capable of its own program quality assurance.

**Assurance of
Successful
President
Performance**

Receipt of Monitoring Reports

Policy 3.6, *Asset Protection*

**Moved by Derek Robertson; seconded by Amrik Virk:
THAT the President is in compliance with Policy 3.6, *Asset Protection*.**

MOTION CARRIED

President Atkinson noted that the Draft Research Ethics Policy submitted as data for this policy has now reached a final state and been submitted to the Granting Council for approval.

Policy 3.5, *Financial Condition and Activities*

**Moved by Tung Chan; seconded by Bob Attfield:
THAT the President is in compliance with Policy 3.5, *Financial Condition and Activities*.**

MOTION CARRIED

Policy 3.9, *Communication and Support to the Board*

**Moved by Tung Chan; seconded by Sandra Hoffman:
THAT the President is in compliance with Policy 3.9, *Communication and Support to the Board*.**

MOTION CARRIED

Upcoming Monitoring Reports

The President will monitor the following policy in January 2009:
Policy 3.0, *Global Executive Constraint*

Ends Policy Templates

New Ends Policy measurement tools have been developed and considered by the Board Governance Committee. They will be finalized and submitted to the February Board Workshop.

President's Report

David Atkinson mentioned highlights of his report. He noted that the five new universities are addressing the need to define the mandate of the new universities in collaboration with the Ministry. Once the mandate is determined, the institutions will be able to address many of the other issues arising from the change of status.

Policy Development *Board Operational Budget Process Review*

The Board received a Briefing Note on 2009-2010 Budget Planning, giving the Board notice that the Administration intends to present the 2009-2010 operating, capital and ancillary service budgets to the Board of Governors for its consideration at the March 2009 Board meeting. Administration's goal is to propose a balanced consolidated budget, which is a change from past practice.

With the legislative change to the *University Act*, there are required changes in the budget development and approval process that involve the Senate Standing Committee on University Budget to advise Senate "on the budgetary implications of matters within the jurisdiction of Senate, including proposals for new educational research or other programs or initiatives." This Senate Committee will "present the annual University budget to Senate". Senate will then complete its review of the University Budget and provide comment and advice to the Board of Governors regarding the proposed budget.

The Briefing Note also noted available resources for capital and other investments.

Institute for Sustainable Horticulture at Kwantlen

Moved by Bob Attfield; seconded by Derek Robertson:

THAT the Board of Governors approves the transfer of up to \$1 million from institutional savings into the Kwantlen Foundation to ensure continuation of current Foundation programs.

MOTION CARRIED

Update on Major Capital

The Board moved this item to the In Camera Board meeting.

Amendment to Bylaw No. 1, *University Board, Officers, Insurance & Indemnification* / Election of Officers

Moved by Bob Attfield; seconded by Sandra Hoffman:

THAT the Board Governance Committee review Bylaw No. 1, *University Board, Officers, Insurance & Indemnification*.

MOTION CARRIED

Revision to Policy 1.8, *Board Committee Structure and Outside Appointments*

Rob Mumford proposed that the scope of the Nominating Committee be broadened to include promotion of elected Board positions to the constituents they are to represent.

Moved by Rob Mumford; seconded by Derek Robertson:

THAT the Board of Governors approves the revision of Policy 1.8, Section 5, to include the following as part of the Nominating Committee's Scope:

"To promote elected Board positions to the constituents they are to represent."

MOTION DEFEATED

Upcoming Conferences

Board Members will indicate their interest in attending the upcoming conferences.

**Community /
Ownership Linkage**

Nominating Committee

The Nominating Committee did not meet last month.

Governance Committee

Bob Attfield, Chair of the Governance Committee, reported that the Committee met last week. David Atkinson presented Ends Policy comparative measures, as developed by the Office of Institutional Analysis and Planning. The Committee reviewed these measures and asked for a final report by the middle of February 2009. The Committee proposed that the Board hold a one-day workshop in late February to review the measures and the Ends Policies themselves. The Committee addressed some bylaw changes, which will come to the January 2009 Board meeting for review.

Moved by Bob Attfield; seconded by Derek Robertson:

THAT the Board of Governors approves Newton Wainman as a member of the Governance Committee.

MOTION CARRIED

**Board Self-
assessment**

Policy 2.0, *Global Governance-Management Linkage*

**Moved by Tung Chan; seconded by Derek Robertson:
THAT the Board of Governors is in compliance with Policy 2.0, *Global Governance-Management Linkage*.**

MOTION CARRIED

Policy 2.1, *Unity of Control*

**Moved by Gord Schoberg; seconded by Derek Robertson:
THAT the Board of Governors is in compliance with Policy 2.1, *Unity of Control*.**

MOTION CARRIED

The Board monitored the following policies:

Policy 2.2, *Accountability of the President*

Policy 2.5, *President Compensation & Benefits*

**Next Meeting
Agenda
Contribution**

The following will be added to the January 2009 Board meeting agenda:

- Governance Committee Report

Board Members will forward agenda items to the University Secretary.

**For the Good of the
Order**

Kathleen Casprowitz spoke to the Board, emphasizing what a pleasure it had been to be on Kwantlen's Board these past seven years. Ms. Casprowitz made some comments on the Policy Governance® Model, noting that it had given the Board a systematic way of evaluating the president and structuring meetings. Four years since implementation, she would recommend taking the best of this model and integrating it with other legislated requirements. A university's hierarchy is much flatter than a college's, more collegial. The model has been excellent in helping the Board evaluate itself. Ms. Casprowitz noted that the Board Members should align themselves with Kwantlen in their decision-making.

David Atkinson presented Kathleen Casprowitz with an engraved gavel and mallet as a memento of her time as Chair of the Board.

**Moved by David Atkinson; seconded by Amrik Virk:
THAT the Board of Governors thanks Kathleen Casprowitz for her
service to Kwantlen as a member of the Board of Governors.**

MOTION CARRIED

David Atkinson mentioned the Statement on Climate Change which was distributed. He assured the Board that Kwantlen is in compliance with all of the requirements.

**Moved by Gord Schoberg; seconded by Amrik Virk:
THAT the Board of Governors supports Kwantlen as a signatory to the
Statement on Climate Change.**

MOTION CARRIED

**Evaluation of the
Board as a Group**

Rob Mumford evaluated the Board meeting. He strongly agreed with all 12 points on the evaluation form, feeling that the Board had met all these criteria at this meeting.

Adjournment

The meeting adjourned at 8:40 pm.

BOARD CHAIR

**VICE PRESIDENT, FINANCE &
ADMINISTRATION**